



Minute of the meeting of **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** held on **14 March 2022** at 2.00pm via Microsoft Teams.

Present: Mrs K Hamilton, Non Executive, NHS Borders (Chair)
Mrs L O’Leary, Non Executive, NHS Borders
Cllr J Linehan, Elected Representative, Scottish Borders Council
Cllr T Weatherston, Elected Representative, Scottish Borders Council

In Attendance: Mr C Myers, Chief Officer Health & Social Care
Mrs J Stacey, Chief Internal Auditor
Mr G Samson, Audit Scotland
Miss I Bishop, Board Secretary
Mrs S Holmes, Internal Auditor, SBC

1. Apologies and Announcements

- 1.1 Apologies had been received from Mr Jim Wilson, Lay member, Mr Andrew Bone, Director of Finance NHS and Mrs Gillian Woolman, Audit Scotland.
- 1.2 The Chair confirmed the meeting was quorate.

2. Declarations of Interest

- 2.1 The Chair sought any verbal declarations of interest pertaining to items on the Agenda.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted there were none.

3. Minute of Previous Meeting

- 3.1 The minutes of the meeting of the Integration Joint Board Audit Committee held on 9 December 2021 were approved.

4. Matters Arising

- 4.1 **Action 1:** Mrs Jill Stacey confirmed that she had undertaken an induction session with Cllr Jenny Linehan. She further confirmed that 30 minute Development sessions prior to each formal meeting had been put in place. The action was agreed as complete.
- 4.2 **Action 2:** Mrs Jill Stacey confirmed that the Terms of Reference had been submitted to the December IJB meeting and the action was agreed as complete.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the action tracker.

5. IJB Risk Management Update 2021/22

- 5.1 Mr Chris Myers provided an overview of the content of the report. He drew the attention of the Committee to the changes to process around risk management for the Integration Joint Board (IJB) and the expectation that it would provide more assurance for Committee members. He proposed a refresh of the risk register of the IJB to take into account local and national updates.
- 5.2 Mr Myers commented that he had met with the Risk Team who were provided by Scottish Borders Council in relation to the existing risk register. They had recognised that the risk register reflected both strategic commissioning and operational delivery considerations. He highlighted that the delivery risks had to sit with the delivering bodies ie NHS Borders and Scottish Borders Council on their own risk registers.
- 5.3 Cllr Tom Weatherston enquired how the risk in regards to the impact of Ukraine would be managed.
- 5.4 The Chair welcomed the point and suggested each meeting might start with a recognition of the difficulties being faced in Eastern Europe. The issue would be how the risk was quantified before it was understood how it could be addressed. Currently it appeared it was being quantified by media reports and conflicting views of the political prism.
- 5.5 Mr Myers suggested it was the scale of the impact that would be the starting point which was currently unknown. He commented on the work that had taken place around Afghanistan refugees. It had been a good integrated process that was now in place that could potentially be adapted. He recognised that individuals would have been under psychological trauma and that likely would be a large element of their needs. The issue would be how the IJB would commission to support those needs. Another factor would be employment and how the IJB working alongside NHS Borders and Scottish Borders Council might support those individuals with employment opportunities.
- 5.6 The Chair commented that she expected that guidance would be issued by the Scottish Government on how to proceed and what the expectations would be of public bodies.
- 5.7 Mrs Jill Stacey commented that in considering the risk management process when the National Care Service initiative was out for consultation there had been a conversation about how to capture that as a risk management activity. It had been noted at that point in time as there was not enough information to use a systematic scoring and it had been recognised that it could pose a risk in terms of the role of the IJB and it was noted as a potential new risk. She suggested Ukraine be recognised in the same way as a potential risk.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** acknowledged the improvements in the application of risk management within the IJB, in accordance with the IJB Risk Management Policy and Strategy.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the benefits for the IJB that accrue from more systematic and assured risk management.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** endorsed the proposal to refresh the IJB Strategic Risk Register to reflect significant and strategic local and national developments.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the Ukraine risk without being able to quantify it.

6. Audit Scotland – Recent Audit Reports of interest

- 6.1 Mr Chris Myers provided a brief overview of the content of the reports and highlighted that all three national reports touched on workforce as a key consideration. He referred to the social care briefing given the pressures on social care, peoples needs and demands and the real challenge around an ability to retain and recruit staff.
- 6.2 Mrs Lucy O’Leary welcomed the social care briefing and its content around value for money, and commissioning principles.
- 6.3 Mr Myers commented that a piece of work to be taken forward in the future would focus on longer term value for money and how the IJB could add value through a programme budgeting approach to commissioning instead of the current service by service approach.
- 6.4 Cllr Tom Weatherston enquired why staff who were asked to work extra shifts were not paid extra, yet the system would pay extra monies to agency staff to cover vacant shifts. He suggested it would be cheaper in the long run to pay existing staff extra to cover vacant shifts. **Mr Myers suggested he speak to the NHS Borders Director of Workforce and seek a briefing note on the matter for Cllr Weatherston.**
- 6.5 Mrs Jill Stacey commented that the Director of HR at Scottish Borders Council was working with the Director of Workforce at NHS Borders on an integrated workforce plan for the IJB. She suggested it would contain some solutions to the various workforce challenges identified including variation in terms and conditions, hours, pay, etc.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the key messages in the national audit reports.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** considered if any actions arising from those reports should be brought to the attention of the IJB.

7. Review of the 2018-23 Strategic Commissioning Plan

- 7.1 Mr Chris Myers advised of the legal duty on the IJB to review the Strategic Commissioning Plan every 3 years. A review of the plan had been due and notification was required to be given to the Scottish Government to confirm a review had been undertaken. He commented that he had met with Mrs Stacey, Mrs Holmes and the Auditors and discussed the obligation and highlighted that to the IJB in December 2021.
- 7.2 A review of the plan was undertaken and updates were sought from the workstream leads on their RAG status and progress they had made with the commitments set out in the 2018-2023 plan. The paper summarised that position and he drew the attention of the Committee to the red and amber RAG status items.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the work undertaken on the SCP audit and the findings as detailed in the below report appendices.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** recommended to the IJB that the IJB prioritises its focus on Commissioning in 2022/23 on the outcomes actions in amber and red status, in line with its obligation under the integration delivery principles and the national health and wellbeing outcomes.

8. Audit Scotland letter to IJBs re Annual Audit Process 2021/22

- 8.1 Mr Graeme Samson introduced the letter that was to be issued at the conclusion of the annual audits and he commented that its purpose was to highlight any particular issues that came through the annual audit report and to comment on the priorities for the coming year. He drew the attention of the committee to the comments for next years audits and priorities.
- 8.2 Mrs Jill Stacey commented that the letter provided the context given the changes in timings of some of the statutory requirements that were alleviated during the pandemic which took some pressure off of the external audit process and moved the September meeting to October in order to meet the revised timescales. She suggested a similar approach maybe required for 2022.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the letter.

9. SBIJB External Audit Annual Plan 2021/22

- 9.1 Mr Graeme Samson provided an overview of the content the report and highlighted: page 5 and materiality levels; page 8; CFO appointment; planned dates and the potential to move the Audit Committee meeting in September to October to ensure there was time for concluding the audit, exhibit 6, stages we have planned for the audit; and page 14.

- 9.2 Mr Samson requested that those charged with governance be asked to bring to the auditors attention if they were aware of any actual or suspected frauds.
- 9.3 The Chair and Committee members confirmed that they were not aware of any actual or suspected frauds.
- 9.4 The Chair confirmed that the September meeting would be pushed back to October.
- 9.5 Cllr Tom Weatherston enquired about the status of the Chief Financial Officer appointment. Mr Chris Myers advised that interviews were scheduled for the following day and he was hopeful that an appointment would be made.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** noted the report.

10. SBIJB Internal Audit Annual Plan 2022/23

- 10.1 Mrs Sue Holmes presented the internal audit annual plan and highlighted that financial governance had been removed and replaced with strategic commissioning and performance management. She commented that by taking out financial governance it would give the new Chief Financial Officer an opportunity to get established. Financial governance would then appear back in the next plan for 2023/24.
- 10.2 The Chair commented that in relation to performance management much focus had been on data collection instead of what was being done. She suggested the focus in future should be on what would be managed, monitored and quantified.
- 10.3 Mr Chris Myers commented that it would be helpful to have a view from the IJB on what it wanted to be monitored in regards to performance, given it was strategic and not operational and number of the metrics were issued by the Scottish Government for completion. With implementation of the issuing of directions, it was much clearer what the ask was for the contractors in terms of new projects, programmes of work, initiatives, etc. As the directions were clearer it should be easier to monitor progress against each one in a consistent format.
- 10.4 Mr Myers suggested that in regard to financial sustainability the focus for the coming year would be via the national focus of Audit Scotland and then reverting to a local focus the following year.

The **SCOTTISH BORDERS HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD AUDIT COMMITTEE** approved the proposed Internal Audit Annual Plan 2022/23 for the Scottish Borders Health and Social Care Integration Joint Board (Appendix 1).

11. Any Other Business

- 11.1 No further business had been identified.

12. Date and Time of Next Meeting

The Chair confirmed that the next meeting of the IJB Audit Committee would be held on Monday 13 June 2022 at 2.00pm via Microsoft Teams.

The meeting concluded at 3.08pm.

DRAFT